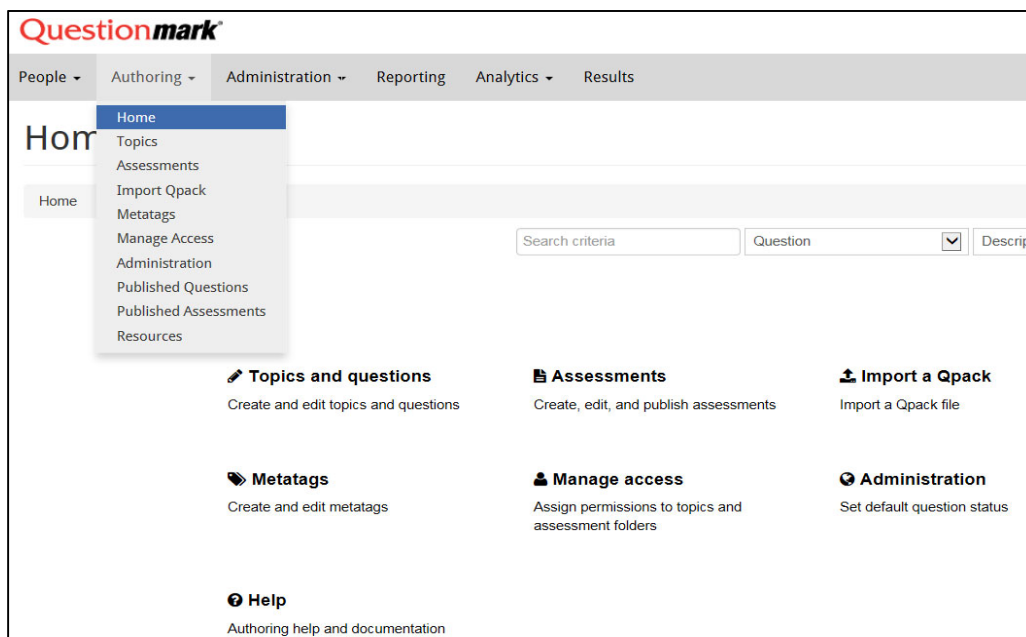# Questionmark: Creating Assessments

An assessment is a collection of questions, together with any instructions, that are answered by participants using a web browser on a PC. You can create new assessments and edit existing assessments with the Assessment Editor in Questionmark. This guide takes you through the process of creating an assessment using the assessment editor tool in Questionmark.

The **Assessments** option is found within the **Authoring** section of Questionmark:
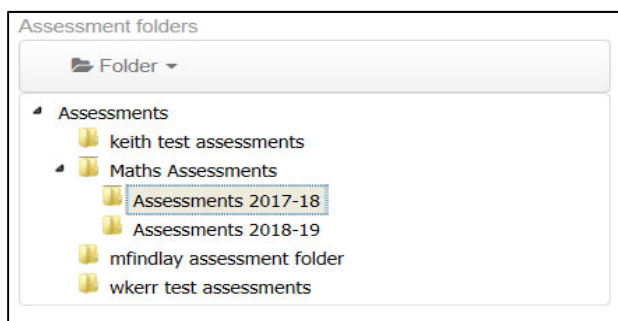

Creating new assessment folders

Assessments are stored within assessment folders. If you need to create new folders to keep different course assessments separate you can do.

To create an assessment folder:

1. Once you have selected the **Assessments** option, use the menu on the left hand side of the screen to select the level within the assessment tree in which you want the folder to sit.
2. At the top of the folder list click on **Folder** and then **New**.
3. Enter the name for the new assessment folder.

The newly created assessment folder will now be a sub-folder of the initially selected folder:
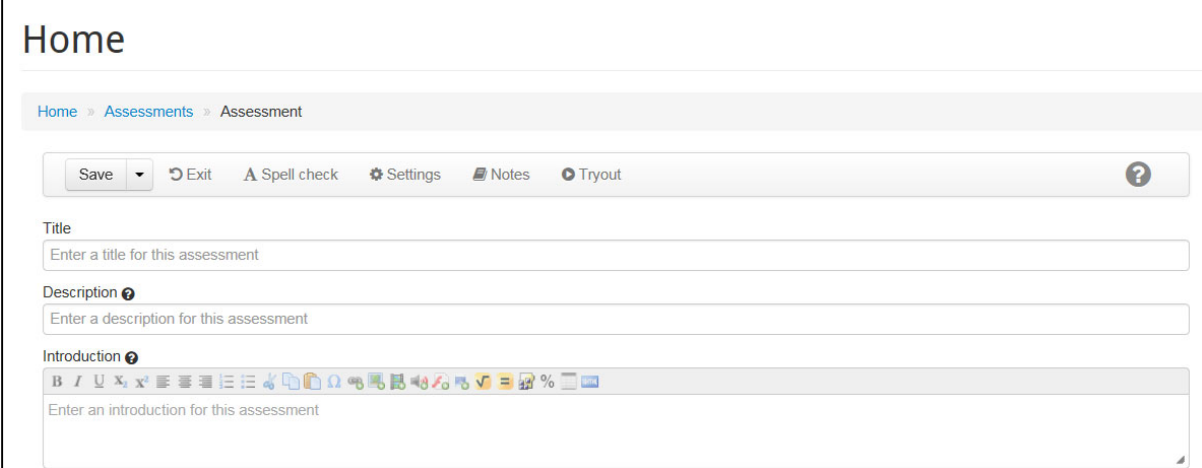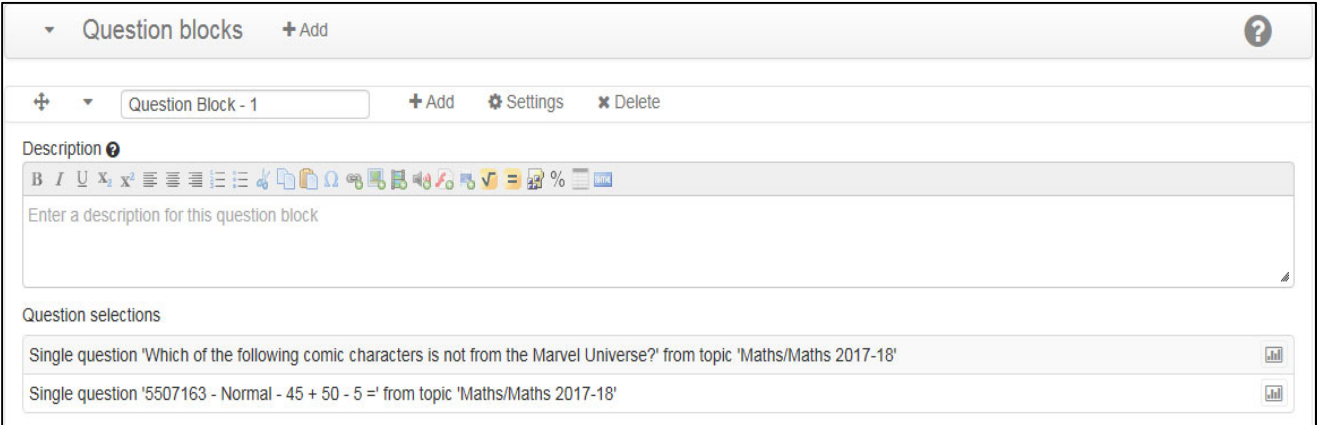
Creating new assessments

To create a new assessment:

1. Select the assessment folder in which it is to be created.
2. Click **New**.
3. Select which type of assessment is to be created – **Test**, **Exam**, **Quiz** or **Survey**

   This will now open the assessment editor screen:

4. Add an assessment **Title**.
5. Enter an assessment **description**. This is optional and will not be seen by participants.
6. Enter an **Introduction** for the assessment. This will be seen by the participants before they undertake the assessment.
7. Upon creating a new assessment a question block will automatically be added to the assessment. A question block is where you add questions to the assessment. All assessments must have at least 1 question block:
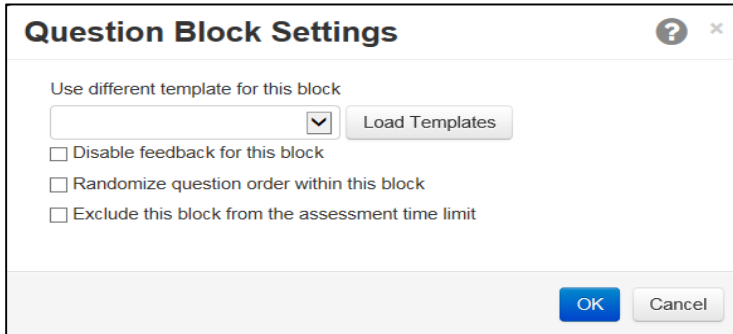

8. Question blocks will automatically be given titles starting Question Block – 1, with each question block added the title will automatically update to Question Block – 2 and so on…

   Description is where you can add a message that will be displayed on screen to the participant when undertaking the questions for this block.

If an additional question block section is required use the **+Add** next to the menu header **Question blocks**.

9. Selecting the **Settings** options allows the following different changes to be made to the question block:

To use the template functionality for this question block only click on **Load Templates**. This will now provide a range of different templates which can be selected using the drop down list in the **Template** field.

This will only apply the template to the selected question block, not the entire assessment.

Question blocks need to have at least one question added to them before an assessment can be saved. Questions can be added individually or by topic.

10. Select the **+Add** option in the question block sub heading, next to the question block title.
11. Choose **Add/edit questions**
12. Within the **Select questions to include** choose how you wish the questions to be added to the assessment either, **all questions from topic**, **randomly select from topic** or **single question**
13. Once you have decided on either adding questions via topic or by single question click on the relevant topic/question so that it is highlighted on screen and then click **Add ➜**.The topic/question will now appear within the right hand side of the screen in the **Selected questions** section.

    You can then use the ✛ icon to drag and drop the questions into the desired order.

14. Select **OK** in the bottom right hand side of the screen and the added questions will now appear in the question block.
15. The **Outcomes** section is found at the bottom of the assessment editor screen.

    Upon creating an assessment two outcomes are automatically added - Pass and Fail.

The outcome titles and scoring range can be edited by deleting the existing text/numbers and entering new information.

Extra outcomes can be added by using the **+Add** option and outcomes can be deleted by using **x Delete**

Additional actions applied to assessment **Outcomes** can be specified via the options:

Feedback, **Email**, **Branching** and **Prerequisites**

Further details on how to use these features can be found at:

https://www.questionmark.com/content/creating-an-assessment#addOutcomes

16. To edit the general assessment settings select the ⚙ **Settings** option at the top of the assessment editor screen. You now have three tabs which you can select **General**, **Security**, **Item-Level feedback**:

Select a template to change the display options for your assessment – the standard University template is called **universityoneline**.

To use the template functionality click on **Load Templates**. This will now provide a range of different templates which can be selected using the drop down list in the **Template** field.

Within the **General** tab:

- Templates can be selected for uploaded for use in the assessment.
- Assessment time limit set.
- Select whether or not to save the assessment results in the database.
  Note: If you choose to uncheck this option then assessment results will not be stored and cannot be retrieved!
- Set the **Save as you go** option and frequency.

Security tab;

- Ensure that **Allow run from integration** is checked, the other checkboxes can be left un-selected
- A password for the assessment is not required to be entered as the students MyEd login credentials will be used for accessing the assessment.

Within the **Item-level Feedback** tab;

- Set feedback for the assessment to appear after each question block, once the assessment has been completed or no assessment at any point.
- Set feedback to be displayed after each question either correct, incorrect or not answered.
- Disable feedback for unscored questions

Selecting **OK** will save your changes to the assessment settings.

17. Once you have set up your assessment, it is recommended that the **Spell Check** option is used to check for any typos within the assessment set-up page.
18. When you have finished creating the assessment, click on the down arrow next to **Save** and select **Save + Exit**.
19. Once saved use the **Tryout** function to preview the assessment, this will allow you to attempt the assessment and see how it displays to the students. Select the assessment by clicking on the check box next to its Title followed by **Tryout** in the toolbar above the assessment list.

Publishing an assessment

Before an assessment can be scheduled for use in QMP it has to be published. Once you have completed either creating a new assessment or editing an existing assessment you will need to publish the assessment. To publish an assessment:

1. Select the checkbox to the left hand side of the assessment you want to publish.
2. Click on **Publish** option on the toolbar above the assessment list.
3. The assessment is now published with the **Last published** column now date stamped

	Title	Type	Assessment ID	Created by	Created on	Modified on	Last exported	Last published
☑	Semester 2 exam	Exam	0201592000201592	craig.gilliland@ed.ac.uk	12/06/2018	12/06/2018		12/06/2018
☐	Semester 1 exam test	Exam	0201359000201359	craig.gilliland@ed.ac.uk	07/06/2018	12/06/2018		12/06/2018

Toolbar: **+ New ▾** **Copy ▾** **✖ Delete** **Export ▾** **Tryout** **Publish** **Print for review** **Import XLIFF** **Translations ▾**

If you are editing an already created assessment you will still need to **Publish** this in order for the assessment to be updated for the next time it is to be scheduled and any changes made visible to the students.

NOTE: If you find an issue with a question in a live assessment, we advise that you do not update the question and republish the assessment until the assessment is closed. It is easier to remove the question from the overall assessment score, or adjust the scoring for a question with the wrong answer indicated, than it is to deal with students who have sat different versions of the assessment.